



Minutes of Meeting

Project: STEM Higher Education

Subject: Progress Report April 2, 2019

Date-Time: 2019/04/03 15:00 p.m. – 16:30 p.m.

Location: MCA conference room – 5 Kostava st.Tbilisi Georgia

Prepared: Ketevan Chubabria

Issued: 2019/04/04

Attendance:

SDSUG:	Halil Guven (HG) Lado Kiknadze (LK) Elene Aladashvili (EA) Kety Chubabria (KC)	Gvantsa Kheladze (GKH) Anna Shakhnazarova (ASH) Irakli Vachnadze (IV)
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MCC:	Sonia Shahrigian (SS)	Jenner Edelman (JE)
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MCA Georgia:	Nodar Surguladze (NS) Giorgi Kopaleishvili (GK) Giorgi Kaladze (GK)	Keti Maminaishvili(KM) Elene Jibladze (EJ)
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DIST- SDSUG:	Halil Guven (HG) Lado Kiknadze (LK) Elene Aladashvili (EA) Kety Chubabria (KC)	Gvantsa Kheladze (GKH) Anna Shakhnazarova (ASH) Irakli Vachnadze (IV)
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DIST- MCA:	Nodar Surguladze (NS) Giorgi Kopaleishvili (GK) Giorgi Kaladze (GK)	Keti Maminaishvili(KM) Elene Jibladze (EJ)
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No.	Item Description	Action:
1.	<p>HG started the presentation which consists with 13 parts:</p> <ol style="list-style-type: none">1. Enrollment and Academic Update2. Freshmen Advising3. 5th Cohort Update4. ABET / ACS Update & Faculty Training5. Program Transition/Sustainability Plan6. Career Development Center7. Community Relations and Development Update8. Student Life Update9. PPPF Update10. Construction – Renovations Update11. Procurement Status Update12. SDSURF Visit – Outcomes13. Inauguration visit to San Diego	Information/SD SUG/ GKH
<p>HG begun the presentation with the first item: Enrollment and Academic Update. He mentioned that all subjects have already been taught to Seniors in three areas: Computer Engineering, Electrical Engineering and Chemistry. He also highlighted that faculty from San Diego regularly come to Georgia and teach the courses. He said that 26 students maintain a perfect GPA of 4.00 and 203 students are on the Dean’s list, with GPA more than 3.5 and above. SDSUG has 531 students and among them 39 students are on probation.</p> <p>NS asked to break down the number of student on probation by cohort.</p> <p>HG gave summary of attrition and enrollment of students. 16 students pulled out and 3 enrolled (2 international, 1 Georgian IB students) since Q2.</p>		
<p>HG illustrated chart of the first cohort graduates. 86 students were enrolled in 2015-2016 academic year, 58 of which still are students of SDSUG and will be gradually graduating from Spring 2019 till Spring 2022. From remaining 28 students 8 student moved to ABET track programs at PU’s, 4 students moved to non PU’s, 4 students are studying at SDSU home campus and 5 went abroad.</p>		
<p>NS suggested to modify chart, pick out SDSU home campus graduates and move them in separate cell, as well as add one more cell for students who moved to</p>		

ABET track programs at PU's.

Actions:

1. **GKH to break down the number of student on probation by cohort.**
2. **GKH to modify chart of the first cohort graduates in accordance with NS suggestion.**

2. 5th Cohort Update

Information

HG ranked 5th Cohort recruitment as the best recruitment effort SDSUG ever had before.

8 STEM Academies have been held in different regions of Georgia.

Total Attendance: 545 high school students.

- ✓ Telavi – November 2
- ✓ Akhaltsikhe – November 6
- ✓ Batumi – November 14
- ✓ Kutaisi – November 16
- ✓ Tbilisi – December – 8
- ✓ Zugdidi – December 14
- ✓ Poti – March 5
- ✓ Ozurgeti – March 6

Total number of applicants is 202 out of which 186 applicants have already submitted application. 32% of applicants are from regions and 68% are from Tbilisi.

HG presented upcoming recruiting events and activities and said that **SDSUG** plans to invite all students who applied to Computer Engineering program and meet them with David Soselia and other distinguished students of SDSUG Computer Engineering program.

HG said that **STEM** academies will be moved to PU's and the first experimental **STEM** academy will be jointly arranged with **SDSUG** and PU's. **JE** asked if **SDSUG** participates in **STEM** academy. **HG** responded that **SDSUG** has some savings and plans to continue contracting **CIA**, which will help PU's in recruiting students. He added that **SDSUG** will only support experimental **STEM** academies, and he will make and opening speech and say that **SDSUG** programs are transferred to PU's.

3. ABET / ACS Update & Faculty Training

Information/SD

HG presented to participants ABET/ACS Update. He stated that 84 faculty members were trained at **SDSU**. The annual quota of Faculty to be sent for training to

**SUG/
HG/JE/EJ**

SDSU is 15 per year. He also mentioned that quality of training increased tremendously as faculty members are nominated based on Universities' needs. As well as, the chosen candidates are connected with their mentors before the traveling to SDSU and have chance to communicate their issues in prior.

JE asked about the quality of faculty going for training. **HG** responded that quality is definitely improved but **SDSUG** still interviews them and gives advices to PU's, he also mentioned that PU's are requested to hire new faculties and **TSU** has already hired two new faculties for Computer Engineering Program and **GTU** has promised to hire two new faculties for Civil Engineering and two for Electrical Engineering Programs.

HG mentioned that PU's will be sending faculties to **ABET** symposium. Totally 13 people are going to the symposium: 4 from TSU; 3 from ISU and 6 from GTU.

HG talked on **ACS** matrix, he mentioned the matrix has 3 steps:

1. Submission of English Language Chemistry program to EQE.
2. Registration of ACS Regional Chapter in Caucasus (Georgia).
3. Organizing international ACS Symposium in Georgia (May 30-31, 2019) and apply for ACS application by Fall 2021 or Fall 2022.

The first step has already been completed, the second step has been almost finalized:

- Total Count of current members: 70
- Current institutions with memberships: SDSU Georgia, TSU, ISU, GTU, and Batumi SU
- Vice Dean Nugzar Davitashvili is attending ACS Conference in Orlando (April 2019) to meet the international committee members of ACS.

HG brought up an issue which hampers the process of **EQE** accreditation of **GTU** Electrical Engineering and Civil Engineering Programs. The problem is related with approval of Bachelor of Science classification by Ministry of Education, Culture and Sport of Georgia. **HG** said that new Minister has approved the classification but the document has not been signed so far and **GTU** has no right to submit to **EQE** the program which has no legal approval. **HG** also added that in May, 2019 Joe Turnner is coming to review **ABET** track programs and if there is no clarification on the classifications before his visit to Georgia, it will

cause inconveniences.

JE asked **EJ** to clarify Bachelor of Science classification issue with **EQE** and Ministry of Education, Culture and Sport of Georgia.

Next subject of the discussion was Program Transition Committees work.

HG gave brief summary and said that process is going smoothly. There were 8 meetings with **TSU**, 7 with **GTU** and 4 with **ISU**. He noted that, so far **SDSUG** prepares the Agenda for the meetings and defines the items for discussion, and this need to be changed, the process should be escalated and Agenda should be agreed with Rectors.

JE asked question on installation of elevators in **TSU** buildings. **HG** said that this issues was discussed at the last Program Transition Committee Meeting and **TSU** confirmed that designed of elevators had already been tendered. Decision was made to discuss the elevator issue with Minister during the San Diego visit.

Actions:

1. **EJ to clarify Bachelor of Science classification issue with EQE and Ministry of Education, Culture and Sport of Georgia.**
2. **SDSUG/MCC/MCA to discuss TSU elevator issue with Minister of Education, Culture and Sport during the San Diego visit.**

4. Program Transition/Sustainability Plan

Information/Majid

HG informed participants that next academic year PU's will be offering the following courses:

SDSU/TSU - CHEM, COMPE, EE

SDSU/GTU - CIVE, COMPE

SDSU/ISU - CIVE, EE

He added that in addition to joint programs PU's will offer standalone programs. TSU will have two additional ABET track programs: CS (*Georgian*). EE (*Georgian*). They also plan to offer English Language CS program and working on finalization of accreditation issues. **ISU** is currently offering and continue to offer COMPE (*Georgian*), COMPE (English). If the problem related with Classification of Bachelor of Science is solved, then **GTU** will offer CivE and EE.

HG introduced a new a concept of new scheme:
Steering Committee

(Internationalization and Accreditation of **STEM** programs in Georgia).

Admin: Secretariat with Post Compact Unit (PCU) or “successor entity”

Membership: PCU, Rectors of Partner Universities (rectors ONLY), Dean SDSU-G, Head of EQE, MOF Rep, MOE Representative, OBSERVER: US Embassy (PAO)

Charge / Scope:

Develop strategies for:

1. Support of internationalization (including international accreditation, ABET, ABET visit coordination)
2. Student support, loans/scholarships
3. Recruitment/ admission of international students; visa issues; Pathway programs (4 +1)
4. Faculty sharing/facility sharing/asset management
5. Fundraising (PPPF)
6. Branding
7. Mechanism for faculty support and faculty engagement in internationalization and accreditation (e.g., faculty release time)

SSH suggested to establish a practice of ABET knowledge sharing, which means that all participants of ABET trainings do the presentation to broader audience in Georgia and share their experience and knowledge. **HG** said that he will ask Majid to work on this issue.

Actions:

1. **Majid to initiate establishment of practice on ABET knowledge sharing**

5. **Career Development Center**

Information

ASH talked on Career Development Center issues. She said that this year SDSU Georgia designated March 20th as Career Day.

Career Day includes a presentation for students discussing employment and entrepreneurship opportunities followed by the annual Job and Internship Fair.

The Career Development Center Team hosted its annual CV and Interview Workshops for all students. This workshop is designed to prepare students for the upcoming Job and Internship Fair.

As of March 15th, SDSU Georgia students have already received acceptance from various prestigious universities including:

- KU Leuven (Leuven, Belgium)
- Rutgers University (New Jersey, U.S.A.)
- Dartmouth College (New Hampshire, U.S.A.)
- Case Western Reserve University (Ohio, U.S.A.)

- University of Maryland, College Park (Maryland, U.S.A)

Employer Management has been established in the last quarter of 2018. The following tools are being used in the process:

- Weekly job/internship postings on Career Development Web page
- Companies are able to view student CV's after registration
- Industry meetings with students, to raise interest and awareness of the available job openings
- Spreading information within organizations on "Capstone Project" and its benefits for both companies and students
- Providing Lab tours for potential employers

ASH said that Industry Meetings have also took place. CDC has successfully assisted four graduating seniors to secure jobs within their desired industries.

She also introduced general statistics for the period of November, 2018 - March, 2019:

Job/Internship posting - 16

Quantity of Vacancies/Internship posted: 42

6. Community Relations and Development Update Information

EA presented the important events that took place during January -March, 2019 and upcoming events.

- January 31 - SDSU Georgia and GITA signing ceremony of the Pre-Accelerator Startup program.
- February 1 - Student party organized at Fabrika welcomed SDSU Georgia students and exchange students from California.
- February 22,23 - SDSU Georgia participated in International Education Fair at Expo Georgia
- *March 20* - SDSU Georgia Job and Internship Fair 2019

Upcoming Events and Activities:

- Job and Internship Fair 2019
- Grad Fest and orientation for graduating seniors
- Official opening of SDSU Georgia's New building at Ilia State University Commencement Ceremony 2019
- Capstone project showcase

She presented the statistics on webpage and social media visits:

Web page

Total users - 10,165; Page views - 31,513; From desktop - 24%; From Mobiles - 65%; Users from Social Media - 5,093; Direct users - 1,351

Users from Google - 3,239.

Facebook Insights

Total Post Reach: 500,034; Page Likes: 21, 217 (+210);

Highest post reach - 95,000

7. Student Life Update

Information

HG introduced to audience SDSU-G Associated Students Board. On March 26-27, 2019 SDSU Georgia held SDSU Georgia Associated Students Board of Directors elections for second time.

This year, 12 individuals have submitted their candidacy for the following elective positions:

- President
- Executive Vice President
- Program Representatives for:
Chemistry/Biochemistry, Civil Engineering,
Construction Engineering, Computer
Engineering, Computer Science and Electrical
Engineering

Two other Board positions will also be filled. Secretary will be appointed by the Board and Dean's Office Representative will be appointed by the Dean's Office.

On Friday, March 1, SDSU Georgia student leaders traveled to Kvareli Training Center of Justice to collaborate with student leaders of Tbilisi State University on developing the role of student government in University life.

This year, the following club applications have been approved:

Gaming Club

Spanish Language Club

Football Club

Scientific Journal Club

IEEE Club

To date, six speaker events have been hosted at co-working space Terminal and MCC conference room with great interest from our students.

- November 20, 2018 - Beth Skaggs, Country Director, Centers for Disease Control and Prevention. **Careers in Public Health.**

- November 30, 2018 – Giorgi Kintsurashvili, Digital Banking Innovations Manager, Bank of Georgia. ***Digital Innovations in Banking.***
- December 4, 2018 – Jeff Reneau, Public Affairs Officer, U.S. Embassy Tbilisi. ***U.S. Diplomacy in Georgia in the 2010s.***
- December 11, 2018 – Lawrence M. Ryan, Resident Engineer, U.S. Army Corps of Engineers. ***Managing the Construction Project.***
- March 13, 2019 – Michael W. Grant, Resident Legal Advisor, U.S. Embassy Tbilisi. ***History of Jury Trials and U.S. and Georgian Jury Trial Models.***
- March 21, 2019 – Drs. Carl Newman and Gavin Braunstein, Chief Scientist and Science Manager, Defense Threat Reduction Agency. ***Bio Threat Reduction.***

8. PPPF Update

PPPF status update:

Total Committed - \$3,289,836

Public - \$150,000

Private - \$ 3,139,836

JK talked on Donation and Grant Agreement Compliance Issues.

JE said that donors have really strict requirements and suggested to negotiate this issue with them.

Action:

SDSUG to keep negotiating with donor modification of their requirements.

Information/SD
SUG

9. Construction - Renovation update

IV presented Construction and renovation part of the presentation. He informed audience that the transfer of equipment and maintenance responsibility process has started with **GTU**. He informed that the request for fit out of Electrical Engineering lab was made by GTU, SDSU will help with design, layout and equipment, estimated time of finish is end of June.

He talked on renovation activities which is taking place in TSU building II.

IV said that **ISU** has already applied to City Hall for Certificate of Occupancy and City Hall replied with letter that they will come and examine the building within 2-3 months. **IV** asked MCA/MCC to assist **ISU** and negotiate with City Hall to reduce the inspection period up to 2 weeks. **SSH** asked **IV** to send her a reference number of the letter which **ISU** had sent to City Hall.

Information/IV/
MCA

Actions:

1. **IV to send to SSH reference number of the letter sent by ISU to City Hall on issuance of certificate of occupancy.**
2. **MCA/MCC to assist ISU and ask City Hall to reduce the site visiting period up to 2 weeks.**

10. Procurement Status Update

Information

ASH presented the information on following topics:

- ISU Laboratories Equipment/Furniture Orders and Delivery Schedule
- The latest delivery date is May 15 and total amount of Lab equipment - 1,004,435.27 USD
- The latest delivery date is April 30 and total amount of lab furniture - 175,283.00 USD
- TSU II Chemistry Order Status - 553,373 USD
- Microwave/Antenna and Power Electronics Lab Order Status- 1,091,358.51 USD
- Maintenance Contracts - 13,004.6 GEL and 8,937.92 EU

11. SDSURF Visit - Outcomes

**Information/M
CA**

Topics discussed between SDSURF, MCC, MCA, SDSU Georgia:

- No-cost extension/amendment to 45-month agreement, through October 28, 2019
- No-cost extension/amendment to GRDF agreement through October 28, 2019
- GoG MoU amendment
- Steering Committee for Internalization and Accreditation of STEM Programs in Georgia MoU
- Post-October 28, 2019 Agreement between SDSU and MCA successor entity
- Partnership agreements between SDSU and Georgian Partner Universities
- Budget Review
- GoG Budget Support to ABET-track programs
- Student Recruitment

JE asked to send her ToR of Post-Compact Successor Entity. **JK** replied that **SDSUG** has no such document.

JE requested to check it with Michele and to share with **MCC**. **JK** referred to the notes of the Meeting 13-15, 2019 between SDSU/RF, MCC/MCA and clarified that elaboration of ToR of Post-Compact Successor Entity is MCA's obligation.

Action:

1. **MCA to draft ToR of Post-Compact Successor Entity.**

12. Inauguration visit to San Diego

Information/GK

GKH introduced schedule of the visit and planned **H** activities to participants.

JE mentioned that if MCC gets ToR of Post-Compact Support Entity then she would like to meet with Michel and Agnes to discuss the document.

NS requested to share with MCA/MCC post-compact planning workshop agenda.

Action:

- 1. GKH to share with MCA/MCC post-compact planning workshop agenda.**

Minutes are issued in Electronic form to all the participants.

If no objection is received to the compiled minutes within seven (7) days, the minutes will be taken as a true and correct transcript of events